

4/12/22

PURCHASE ORDER

Schools Division of South Cotabato

MELGENE AIRCON MARKETING AND SERVICES	P.O No. 22-032
Supplier: SERVICES	Date: March 22, 2022
Address: <u>Javellana Bldg., Nat'l Highway., Koronadal City</u>	PR No. DSC-22-03-030
TIN No. <u>922-048-860-000</u>	Mode of Procurement: NP-SVP

Gentlemen:
Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <u>Supply Office, DepEd - Division of So. Cot.</u>	Delivery Term: Fifteen (15) Calendar days
Date of Delivery: Fifteen (15) after receipt of PO	Payment Term: 15 Calendar days

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	Cleaning of Air Conditioner Units in various Offices of the Division Office	1		20,000.00
		Window type:			
	unit	Cash	1		
	unit	COA	2		
	unit	PSU	1		
	unit	Budget	2		
	unit	Supply	2		
	unit	ASDS	2		
	unit	SDS	3		
	unit	Legal	1		
	unit	ICT	1		
	unit	Planning	1		
	unit	BAC	2		
	unit	201 File Room	1		
	unit	SGOD	5		
	unit	Health and Nutrition	1		
	unit	Physical Facilities	2		
	unit	PSDS	1		
		Floor Mounted:			
	unit	Personnel	2		
	unit	Conference Hall	2		
	unit	CID	1		
	unit	LRMDC	1		
	unit	Records	1		
	unit	Admin	2		
	unit	Accounting	1		
		Split type:			
	unit	CID	1		
	unit	Accounting	1		
	unit	ICT	1		
	unit	Dreamweavers Hall	1		
	unit	Records	1		
	unit	SDS	1		
	unit	LRMDC	1		

x-x-x-x nothing follows x-x-x-x

TOTAL Php20,000.00

(Total Amount in Words) **Twenty Thousand Pesos**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed to undelivered items.

Very truly yours,

Conforme: 

DR. RUTH L. ESTACIO, CESO VI
Schools Division Superintendent

MELGENE AIRCON MARKETING AND SERVICES
Signature over Printed Name
Date March 28, 2022

Fund Cluster : <u>101</u>	ORS/BURS No. : <u>2022-03-01465</u>
Funds Available: <u>20,000.00</u>	Date of the ORS/BURS : <u>MAR 23 2022</u>
	Amount: <u>20,000</u>

CARLO F. DIVEDOR, CPA
Accountant III *3/28/22*